

~~CONFIDENTIAL~~

31 January 1964

MEMORANDUM FOR: <sup>25X1</sup> [REDACTED]

SUBJECT : DARE Test

REFERENCE : Your memorandum dated 22 January 1964;  
same subject

1. When the DARE reproduction for Intellofax cards becomes operational, the Document Division plans to phase out its typing section of 9 persons. Two typists will be transferred to the IPI Section to type source cards for publications. Four typists will be transferred to the Machine Division for typing cards for poor copy documents and replacements for damaged cards. The other three typists will be reassigned within OCR - the reassignments being made in consultation with the Administrative Staff.

2. The Document Division will continue to expand titles until such time it is firmly established that they are not needed. However, the Division is not planning to bring any bibliographic information forward to the first page unless the need is dictated by retrieval experience. Detailed procedures on the handling of loan items, multiple source information and the reassembly of the first page to a document requiring onward routing, will be developed with the divisions concerned.

3. The Document Division will process documents from the Indexing Section to the Machine Division/Camera Room. With the exception of documents requiring onward routing, the Document Division's part in the DARE Process will have ended with the delivery of the documents to the Camera Room. Documents requiring onward routing will be returned to the Document Division/Distribution Unit from the Machine Division/DARE Unit. The Distributors will forward the documents to points indicated on the distribution ladder.

25X1

[REDACTED]  
Chief, Document Division

cc: <sup>25X1</sup> [REDACTED]

25X1  
Excluded from automatic  
downgrading and  
declassification